

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
December 13, 2018**

PRESENT: Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Linda Mamrosh, Mary Johnson, Debi Lundberg, Tom Smith, Amy Payne, Sam Warpinski, Melanie Maczka

EXCUSED: Mary Derginer

ABSENT: Arlie Doxtater

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Mary Schlautman

The meeting was called to order by Chairperson, Epstein at 8:36 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Ms. Finder-Stone/Supervisor Borchardt moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 25, 2018:

Ms. Lundberg/Supervisor Borchardt moved to approve the minutes of October 25, 2018 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – October 2018:

Ms. Bowers referred to the 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of October.

Ms. Johnson/Ms. Lundberg moved to approve the Finance Report –October 2018. **MOTION CARRIED.**

REVIEW OF RESTRICTED DONATIONS:

There were no restricted donations in October, 2018.

NOMINATIONS & HR COMMITTEE REPORT:

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Ms. Lundberg made a motion to move into closed session at 8:52 a.m.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Mr. Smith moved returning to open session at 9:07 a.m. **MOTION CARRIED.**

A. DIRECTOR'S EVALUATION:

Ms. Finder-Stone/Ms. Lundberg moved to approve the ADRC Director's 2018 Evaluation. **MOTION CARRIED.**

B. NEW BOARD MEMBER:

Mr. Johnson/Mr. Smith moved to approve appointment of Eileen Littig to ADRC Board of Directors. **MOTION CARRIED.**

C. REAPPOINT BEVERLY BARTLETT TO 2ND ADRC Board TERM

Ms. Mamrosh/Ms. Maczka moved to reappoint Beverly Bartlett to ADRC Board of Directors for 2nd term. Ms. Bartlett Abstained. **MOTION CARRIED.**

D. POSITION CHANGES:

Mr. Smith/Ms. Lundberg moved to approve all position changes and ADRC organizational chart outlined and approved by HR & Nominations Committee. **MOTION CARRIED.**

DIRECTORS REPORT:

A. SHERRY SCHUELKE, DHS REGIONAL QUALITY SPECIALIST, SITE VISIT AND MESSAGE TO THE BOARD

Ms. Christianson introduced Sherry Schuelke to the ADRC Board. Ms. Schuelke explained that one of her responsibilities is to be sure that the ADRC is living up to contract customer experience expectations specifically in regard to Information & Assistance, Disability Benefit Specialists and the front desk/phone. Ms. Schuelke conveyed her gratitude to the ADRC of Brown County as historically, Brown County has received impressive marks in customer surveys and are consistently at or above the state average. 100% of survey results rate the ADRC of Brown County as "Excellent" in customer service. Ms. Schuelke went on to say that ADRC of Brown County staff is exceptional with an outstanding skillset. Ms. Schuelke shared that staff are committed to doing their work well and said to "Keep up the good work!" Ms. Christianson referred to the report handout and reviewed survey results. Ms. Christianson explained that in July 2018, the ADRC was able to eliminate the waitlist for family care and is happy to report that the ADRC did not lose their focus on providing individualized resources to make customers feel truly helped as the ADRC worked through the Family Care initiative.

B. PULASKI PLAN AMENDMENT FOR PARTNERSHIP:

Ms. Christianson reminded the board of the agreement made in 2018 to provide the Village of Pulaski funding beginning in 2019 that would cover 10 hours a week to administer the Home Delivered Meal program for Pulaski. The Village's intent was to supplement the funding with another 20 hours for the senior center programming per week. Ms. Christianson shared that the Village has found it challenging to secure funding for their portion of the agreement. Pulaski has shared that they are still working on securing this funding and therefore has asked that the ADRC to keep the temp-hired person in place 2 hours per day going into 2019 in order to keep the program going until they can secure their employee. Ms. Christianson explained that it is important to continue to support Pulaski and has agreed to keep the temp person there 10 hours per week to provide stability to the senior center through this process.

C. THANK YOU LARRY AND MELANIE:

Ms. Christianson thanked both Mr. Epstein and Ms. Maczka for their service to the ADRC as board members for the last 6 years.

D. NEW BOARD MEMBERSHIP LIST AND COMMITTEE APPOINTMENTS:

Ms. Christianson announced that Eileen Littig was approved by the HR & Executive Committee and referred to the 2019 Board Membership list handout.

LEGISLATIVE UPDATES:

Ms. Christianson shared that Governor Elect Tony Evers would be speaking at an event at UWGB and that some ADRC staff were planning on attending.

ANNOUNCEMENTS:

Ms. Christianson invited board members to join the Advocacy Coalition. Mission and vision of the coalition was discussed at the first meeting.

NEXT MEETING – January 24, 2019 is the next ADRC Board of Directors Meeting.

ADJOURN:

Supervisor Borchardt/Mr. Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator